

## ADMINISTRATIVE - INTERNAL USE ONLY

7 JUN 1988

MEMORANDUM FOR: Director of Information Technology

THROUGH: Chief, Management Group, OIT

FROM:   
Chief, Management Services Division, OIT

SUBJECT: Delegations of Authority to the  
Deputy Director of Information Technology

1. With respect to the reassignment of the Deputy Director of the Office of Information Technology (DD/OIT), we have assessed the authorities presently delegated to or otherwise held by the DD/OIT; copies of the relevant background documentation are attached. We have recommended below the execution of those documents necessary to continue the present authorities for the new DD/OIT. It is requested that you designate any desired changes and approve the execution of the recommended forms and notices.

2. A fundamental authority delegated to the DD/OIT is that of authorizing all official travel by OIT employees and granting all financial approvals within OIT. The Director, OIT also retains such authority. There is an existing Form 725 signed by the DDA granting both the above authorities to  as DD/OIT. Such delegation is now given by the D/OIT instead of the DDA. The present Form 725 has no limitations on the DD/OIT's approval authority regarding travel and financial approvals. We recommend that an appropriate form be prepared for your signature granting similar authority to the new DD/OIT.

✓ 3. OIT Notice , Career Service Board, establishes the D/OIT as chairman and  by name not title, as a member. We recommend that the notice be amended to name  as a member vice

4. OIT Instruction  Management Board, establishes the D/OIT as chairman and the DD/OIT, by title, as a member. We recommend no changes;  will become automatically a member of this board.

5. There also exists an Information Technology Management Board (ITMB) which, we understand, is now chaired by the D/OIT. The ITMB deals with technical, policy and contract matters. There appears to be no official OIT notice or instruction establishing the ITMB or appointing a chairman. We recommend that an appropriate notice be prepared.

6. OIT Instruction  Occupational Panel System and Career Development, establishes occupational panels. We are advised that  is chairman of the "Senior Officer Panel -- Officers and Specialists in Grades GS-14 and GS-15" although we could find no official OIT notice or instruction appointing him by name or title. We recommend an appropriate notice.

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7. The proposed revision of [ ] Information Technology Management and Administration, makes reference to the Customer/Standards Committee (C/SC). This is the only reference in the regulatory issuances to the C/SC. In practice, the DD/OIT chairs the committee and the Chief/Architectural and Technology Planning Staff/OIT provides technical guidance. We recommend that a notice be issued formally establishing the C/SC and designating the DD/OIT as chairperson.

8. In the revised [ ] concerning the mission and functions of OIT, the D/OIT is delegated the following responsibilities:

- a. Agency Security Classification Officer
- b. Agency Declassification Officer
- c. Agency Top Secret Control Officer
- d. Agency Treaty Organization Control Officer
- e. Official Responsible for Liaison With ISOO
- f. Agency Information Management Officer and Agency Archivist

All these responsibilities, with the exception of Agency Declassification Officer (b., above), have been delegated in writing to the appropriate positions within the Information Management Division/CSG/OIT. It would appear appropriate to continue such delegations. The responsibilities of Agency Declassification Officer were never delegated; it would be consistent and appropriate to delegate to C/ISD/MG/OIT which has assumed the responsibilities of the former Classification Review Division; we recommend such a notice.

9. Lastly, we understand that the DD/OIT is responsible for and approves the agenda for the OIT Monthly Manager's Meeting. We recommend that the new responsible officer be designated informally by D/OIT.

Recommendations APPROVED:

[ ]  
Edward J. Maloney

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